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Volunteer Website User Manual

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Better Impact Volunteer Website

Why an online system?

- Project Cornerstone is growing!
- Last year, we had over 3,500 volunteers in our ABC, ABC Preschool, Los Dichos and Middle School programs.
- ABC is active in 135 schools and Los Dichos is active in 45 schools.
- The volunteer website allows us to more accurately capture the impact YOU, our volunteers, are making.

Why log your monthly numbers?

- Our funding and ability to provide our services is dependent on timely reporting.
- Project Cornerstone needs to be able to “tell the story” in ways that catches the ear of people who provide funding for our programs.
- All of the data we collect from you is used in our efforts to keep our programs operational, fresh and exciting for the participants.
- Your school may use the information logged when applying for LCAP funding from the state.

How did we use the information we collected in 2014-2015?

Reports were distributed to the following groups using information collected through the online volunteer website.

- School districts: We partnered with 16 school districts and 2 private schools – school district MOUs.
- Funders: We received funding from 10 grants.



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Project Cornerstone Volunteer Website - Contact Information

Log In

1. Go to Admin.Betterimpact.com
2. Log in using the username and password you created for your volunteer account. (If you are unable to log in please contact Elizabeth Franco at elizabeth@projectcornerstone.org to be approved as an administrator.)

Current Message to Volunteers on School Home Page

1. On the Right Side of the page there is a **Current Message to Volunteers**
2. This shows up on their volunteer page whenever they log in. You can change this message by clicking **Click Here**.

Change Contact Information

1. Click the **Configuration** tab
2. Choose **Organization Settings**
3. Click **Contact Information**
4. **Address** : Use School Address
5. **Main Contact**: Click green **Change** button and choose your name from drop down menu and click **Save**
6. **E-mail address**: Enter your e-mail
7. **Website**: Ignore
8. **Phone**: Enter school phone number
9. **Fax**: Ignore
10. Click **Save**

Change Message to Volunteers sent after they complete Volunteer Profile


1. On the same page choose **Signup Settings: Application Form 1**
2. Under **New volunteer email message**: add the message you want your volunteers to receive.
3. Leave **Dear %%1**, this will automatically fill in their name.
4. Click **Save**

You now have access to the admin part of the volunteer website and you are able to approve volunteers. You will be able to use this site for sending communications to your volunteers and running reports to see which volunteers are logging their hours.

SITE SECURITY: To learn more about site security please visit the following link and click on security:
<http://www.betterimpact.com/our-products/volunteer-impact/>

Preschool and Elementary School Activities

Please use the provided activities. Do not create your own.

Main | People | Communications | Activities | Assign | Reports | Schedules | Configuration


Manage Activities

New Activity From Template
New Activity:
New Activity Category:

Active Status:
☒ Group by category

Category:
☒ Hide Empty Categories

Sort:

Categories

Preparation

Activity	Dates	Attributes	Change Status
Reader Preparation Time			<input type="checkbox"/>

Reading

Activity	Dates	Attributes	Change Status
ABC Elementary Reader			<input type="checkbox"/>
ABC Preschool Reader			<input type="checkbox"/>
Los Dichos Elementary Reader			<input type="checkbox"/>

Recess Based Activity

Activity	Dates	Attributes	Change Status
Recess Based Activity			<input type="checkbox"/>

Training

Activity	Dates	Attributes	Change Status
Lead / Site Coordinator Monthly Training			<input type="checkbox"/>
School Site Monthly Training			<input type="checkbox"/>

Uncategorized

Activity	Dates	Attributes	Change Status
<input type="button" value="Change Selected"/> <input type="button" value="Select All"/>			

New Activity From Template:
New Activity:
New Activity Category:

Middle School Activity

Please use the provided activities. Do not create your own.

Main | People | Communications | Activities | Assign | Reports | Schedules | Configuration

BETTER
IMPACT

Manage Activities

Type a volunteer's name to search

A A A | [icon] [icon] [icon] [icon]

New Activity From Template +

New Activity: +

New Activity Category: +

Active Status: Active only

Category: Don't Filter

Sort: Activity name

☒ Group by category

☒ Hide Empty Categories

Apply

Categories

Middle School Activity

ActivityDatesAttributesChange Status

Middle School Activities

Uncategorized

ActivityDatesAttributesChange Status

Change Selected

Select All

New Activity From Template: +

New Activity: +

New Activity Category: +



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Project Cornerstone Volunteer Website – Approve & Assign

As the ABC Lead or Site Coordinator you will have the ability to approve your volunteers, e-mail your volunteers, check on volunteer reporting, and run reports about what is going on with your school site. If you have multiple programs at your site you will be able to collaborate more easily with the leads of those programs and see the impact of all of the programs!

How to Approve & Assign Volunteers

This will show you how to see what volunteers have completed a volunteer profile and approve the ones that have completed their qualifications.

1. Click **Main** tab
2. Choose **Home**
3. Click on **People** tab
4. Choose **Search**
5. Under **Security Filters** click **Volunteer Level** (To see administrators click the **Administrator Level** box also)
6. Click green **Search Button** on right
 - You now have a list of all volunteers for your school site that have applied through the system.
 - If your school has multiple Project Cornerstone programs (i.e. ABC Preschool, Los Dichos, and ABC Elementary) volunteers from all programs will be visible.
 - You should only approve volunteers for the program that you oversee.

Complete the process below only for volunteers you are ready to approve. (This means that they have completed your school site volunteer requirements and Assets 101 or Take It Personally.)

7. Click on the name of the volunteer you want to approve. Start with yourself! (You are listed as an admin.)
8. Click **Edit** in drop down menu
9. Under **Main** tab, click **Qualifications**
 - If the volunteer already entered their qualifications you can accept or reject that qualification. If what they entered is not correct you will reject and then you will be able to make the correct selection.
 - Some volunteers will not have completed this section in which case you will select for them.
10. Click **Save**
11. Click **Assign** tab
12. You will now assign your volunteer activities:
 - You will need to do this one time for each activity the volunteer is assigned to (i.e. Los Dichos Elementary Reader or ABC Elementary Reader)
 - Volunteers can only report hours for the activities you select here.
 - If you are a reader you need to assign yourself to that position as well.
13. Under **Reading**, click on the activity the reader should be assigned to
14. Check **Assigned** box
15. Click **Save**
16. Under **Training**, click on the activity the reader should be assigned to
 - All volunteers should be assigned to **School Site Monthly Training**

- All leads/coordinators should also be assigned to **Lead/Site Coordinator Monthly Training**
- This is where training hours are logged

17. Check **Assigned** box

18. Click **Save**

19. Click **Close**

20. Next to volunteer name there is a box to **Change Status**. Click on box.

21. Click **Change Selected** drop down menu

22. Choose **Set to Accepted**

23. Confirm **Set to Accepted**

24. Go to **Main Tab** and click **Log out** if you are done approving volunteers.

Volunteer Website – How to Log Hours for a Volunteer

How do I log hours for a reader that forgot?

- Log in to admin.betterimpact.com.
- In the top right center there is a search bar, enter the name of the volunteer.



- Click on the volunteer's name and it will open up that volunteer's information. Select **Hours** and when it opens select **New Timelog Entry**, select **Recent** and choose the activity they should have reported the hours for. Click on **Save** when completed.



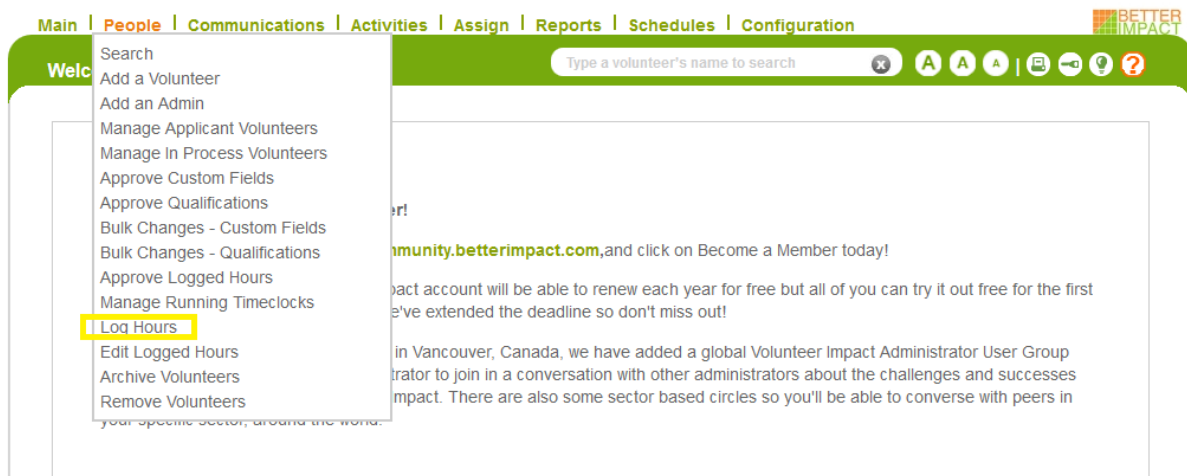
The screenshot shows the 'New Timelog Entry' form for John Smith. The form is titled 'Smith, John (Accepted)' and has tabs for 'Main', 'Assign', 'Schedule', 'Hours', 'Communicate', 'Committees', and 'Reports'. The 'Hours' tab is selected. The form contains the following fields:

- Activity:** A dropdown menu with the text 'Select an activity' and a star icon.
- Date Volunteered:** A text field with the date '12/17/2014' and a star icon.
- Hours:** A text field with the value '0' and a star icon.

At the bottom right of the form are 'Cancel' and 'Save' buttons. Below the form are sections for 'Unapproved Timelog Entries' and 'Approved Timelog Entries'.

How do I log hours for all of my volunteers?

- Please encourage your volunteers to log their own hours. In special cases you may need to do this.
- **GO TO: People » Log Hours**



- Click on green **Search** button.

Log New Hours [Icons]

▼ Search

▼ Status Filters

<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Inactive
<input checked="" type="checkbox"/> In Process	<input type="checkbox"/> Short Term
<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Long Term

Current Search Options From Below Include:

0 Search option(s) added - Up to 10 search options allowed

Search

- Scroll to the bottom.
- Click on **People Found**.

People Found

13 people found.

Activity: *

Date Volunteered: *

Hours: *

Save

- You will see all of the volunteers for your school site.
- Check the box next to the volunteers you need to log hours for.
- Select an activity from the droplist of Recent, Active, or Inactive activities.
- Enter the date volunteered (or select from the pop-up calendar).
- Enter the hours volunteered. A value greater than zero must be entered.

▼ People Found

☒ Select All

<input checked="" type="checkbox"/> Ehresman, Anne	<input type="checkbox"/> Finley, Jeff	<input checked="" type="checkbox"/> Franco, Elizabeth
<input checked="" type="checkbox"/> Franco, Elizabeth-Admin	<input type="checkbox"/> Haughey, Mary	<input checked="" type="checkbox"/> Lee, Test
<input checked="" type="checkbox"/> Maitski, Lori	<input checked="" type="checkbox"/> Onishi, Michelle	<input checked="" type="checkbox"/> Onishi, Michelle
<input type="checkbox"/> Richards, Jeff	<input checked="" type="checkbox"/> Smith, John	<input checked="" type="checkbox"/> Test, PC
<input checked="" type="checkbox"/> Test, Student		

13 people found.

Activity: *

Activity Name: **Reading - ABC Elementary Reader**

Date Volunteered: *

Hours: *

Outputs:

of students

*Grade level

*Teacher name

ABC book read

ABC Kinder book read

If another adult volunteered with you, please share their name or names.

Number of volunteer readers (including yourself).

Share a highlight

Suggestions

Save

- Click on **Save** when completed.



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How to Encourage your Volunteers to Log Hours

1. Include the link www.myvolunteerpage.com or www.soyvoluntario.com when you send out meeting reminder messages.
2. Near the end of every month, run a report and if a volunteer is missing send out a personal reminder to them to log in their hours.
3. During your monthly meeting announce the percentage of volunteers that logged their hours the previous month and set a goal for the upcoming month.
4. Share with the readers how the information is being used and who you are sharing it with (principal, SSC and HSC). Show them that the school works as a team.
5. Have readers log hours at your monthly school site meeting (Check if you can use computers or tablets at your school site.). Reserve the first 5 minutes at the beginning of the meeting to log hours. Once the readers get used to logging hours they can do it on their own time.
6. Enter volunteers who log hours into a raffle.
7. Send automatic reminders to log hours at the end of the month. Be sure to include the link www.myvolunteerpage.com or www.soyvoluntario.com.
8. Have readers complete the ABC or Los Dichos Reader Log after each classroom reading and delegate another volunteer to log the hours each month.
(Directions are on the Project Cornerstone Website:
<http://www.projectcornerstone.org/html/volunteer-website.html>)



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Project Cornerstone Volunteer Website Administrator Instructions - Communications

Log In

1. Go to Admin.Betterimpact.com
2. Log in using the username and password you created.

Communications

1. Send an e-mail to an individual

- In the white search box to the right of the welcome statement type the name of the volunteer. Click on their name when it appears. This will open the screen for that volunteer.

- Choose the **Communicate** tab. Complete the subject line and body of the e-mail and then send message. You can add an attachment and links if you want to.

2. Send an e-mail to all readers

- From the home page click the **Communications** tab.
- Click **Send an Email** from the drop down menu.
- Under **Activity** check assigned, click on reading and check the program you want to send the message to.

- Click on **Add to Search and Go**. Scroll to bottom of the page.
- Click on the little arrow to the right of **People Found**, this will show all of the volunteers for this program. You can unclick any name that you do not want the e-mail sent to.
- Complete the subject line and body of the e-mail and then send message. You can add an attachment and links if you want to.

▼ People Found

3. Create groups so your readers can send messages to each other

If you are using another system to communicate and do not want to use this system then continue using whatever method you prefer as a lead.

When your readers are logged into myvolunteerpage.com they have a tab called contact. In this tab they can use the system to e-mail whatever committees you want to set up for them. Currently the name of the school lead should be their only choice. You may want to create a Kinder group, or grade level groups, or even a ABC Lead, Los Dichos group depending on the needs of your school. If your school has multiple programs this will make a lot of sense.

- From the home page choose the **Configuration** tab at the far right. From the drop down menu choose **Committees**.
- There will be a message that you have no committees. Click the plus sign next to **New Committee**.
- You will see this screen:

New Committee: +

- Name your group and next to **Not allowed to email** click arrow. Select **allowed to email**. Ignore meeting questions.
- Next you have to assign people to this committee. To do this you need to use the volunteer search bar at the top of the page and enter the name of the volunteer.
- The volunteer screen will open (see image at top of first page). Click Committees and all the committees you have created will be listed. Click the box next to the committee you want to assign the reader too. *Please make sure you assign yourself as lead to all committees.*
- Now when this reader logs in to their account and chooses the **Contact** tab they will see this committee listed and they can send an email to this committee.
- You as the lead can also send e-mail to committees. To do this return to the **Communications** tab at the very top of the screen. Select **Send Email**. Under **Search Options** choose **Committees**. Your committees will be listed. Check the box next to the committee you want to e-mail.

Welcome

Type a volunteer's name to search

Scheduling Meetings (OPTIONAL)

Some leads have asked about using the system to remind volunteers about their upcoming meetings. If this is something you want to do for your school here are the instructions.

- Start at the main/home page.
- Choose the **Activities** tab.
- You will see a list of all of the activities that Project Cornerstone has in the system for all schools.
- Create a new activity by clicking the plus sign next to **New Activity**.

New Activity From Template  New Activity:  New Activity Category: 

- In the screen that opens up do the following:
 - **Activity Name:** Use your school name. Example: Smith Site Trainings
 - **Activity Category:** Training
 - **Report Group:** Training
 - Leave the rest of this section as is.
- Open the **Schedule** section by clicking the arrow next to it.

Schedule

Schedule Type:
☒ Recurring pattern
☐ Disjointed
☐ One Time
☐ Seasonal
☐ No Schedule

Create from a Template OR Create from Scratch

Choose a Template:
Select A Template

From Scratch:
☐ Weekly
☒ Monthly

Day:
☐ 1
☒ first
Wednesday

Time:
9:00 AM - 10:00 AM

Recurs Every:
☒ One Month
☐ Two Months
☐ Three Months
☐ Four Months

Start Date:
9/25/2014

End Date:
☒ End on this date: 6/25/2015
☐ Or after: 1 Shifts

Shift Count:
Calculate number of shifts
Calculate

- Go down to the **From Scratch** section and click monthly.
- **Day:** Choose either the date each month the meeting is or use the drop down menu to select which day of the week each month the meeting is, such as first Wednesday of the month.
- **Time:** Put time of the meeting.
- **Recurs:** Check one month for once a month.
- **Start Date:** Enter when you want the meetings to start.
- **End Date:** Enter when you want the meetings to end.
- Click **Calculate** and it will show you the dates of the meetings.
- Open the **Visibility** section: Select **Visible to all volunteers** and click **accepted volunteers**.
- Open the **Outputs** section: Click **Suggestions** and **Comments** and **Save**.
- Now you have to assign your volunteers to this activity. Return to the home page and search for your volunteers. Open the individual volunteer's window by choosing edit.
- Click on the activity you want to assign, ex. Smith Site Trainings.
- The screen will look like this:

Assign

Activity: Indigo Site Meetings
 Category: Training
 Schedule: This activity occurs a total of 9 times between Wednesday, October 01, 2014 and Wednesday, June 03, 2015
 Backup List: ☒

Day: ☐ Wednesday
 Start Time: ☐ 9:00 AM
 Status: All

Filter Shifts

Date	Start Time	End Time	L	O	T	GA	V	C	SU	As
Wednesday, October 01, 2014	9:00 AM	10:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday, November 05, 2014	9:00 AM	10:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday, December 03, 2014	9:00 AM	10:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday, January 07, 2015	9:00 AM	10:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel

Save

- Click on the box next to the **As**. This will assign your meetings to each volunteer and the dates will show up as upcoming events when they log on to myvolunteerpage.com.
- If your volunteer wants to receive an automatic reminder about these meetings they need to log on to myvolunteerpage.com and choose the **Assignments** tab. They will need to check the box that says **Email me a reminder**.



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Project Cornerstone Volunteer Website Administrator Instructions- Reports

Log In

1. Go to Admin.Betterimpact.com
2. Log in using the username and password you created.

Reports

1. View individual readers logged hours

- In the white search box to the right of the welcome statement type the name of the volunteer.

- Type the name of the volunteer. Click on their name when it appears. This will open the screen for that volunteer.

- Choose the **Hours** tab. You will see this screen.

- Click on **Approved Timelog Entries** to see what they have logged.
- To add an entry to the volunteer select **New Timelog Entry**, choose their activity reading or training and complete the questions, **Save** when complete.

2. View logged hours for all readers

- Start at the main home page and select **Reports** tab.
- From the drop down menu select **Activity Hours by Volunteer**.
- *Currently this report will only show hours that are 1 hour or more.*

- In **Activity Category** chose which activity you want to review. (Reading, Training, etc.)
- In **Activity** chose which activity you want to look at. (ABC Reader, Los Dichos Reader, etc.)
- In **Date Range** choose the dates you want to review. Click **View Report** and you will see a report of all the readers that logged activities during that time period for the activity you chose. You can **Export Report** to download it as a pdf.

3. View logged hours for all readers including those that have logged less than an hour.

- Start at the main home page and select **Reports** tab.
- Choose **Logged Hours Excel Report**
- It will look like this:

- Enter the dates that you want to run the report, you can choose the date volunteered or the date entered.
- For **Activity Category** choose the activity you want to look at: Reading, Training, or Preparation.
- For **Sort** choose how you want the information sorted. If your school has multiple programs such as ABC and Los Dichos then choose by Activity Name. This will separate the different programs.
- Select **Export Logged Hours** to see your report in an Excel sheet.

4. View all outputs for all readers.

- Start at the main home page and select **Reports** tab.
- Choose **Outputs Excel Report**
- It will look like this:

- Enter the dates that you want to run the report, you can choose the date volunteered or the date entered.
- For **Activity Category** choose the activity you want to look at: Reading, Training, or Preparation.
- For **Sort** choose how you want the information sorted. If your school has multiple programs such as ABC and Los Dichos then choose by **Activity Name**. This will separate the different programs. **OR** Choose by **Output Name**. This will sort the list by book read, teacher, number of students etc. It is an easier report to use.
- Select **Export Logged Hours** to see your report in an Excel sheet.



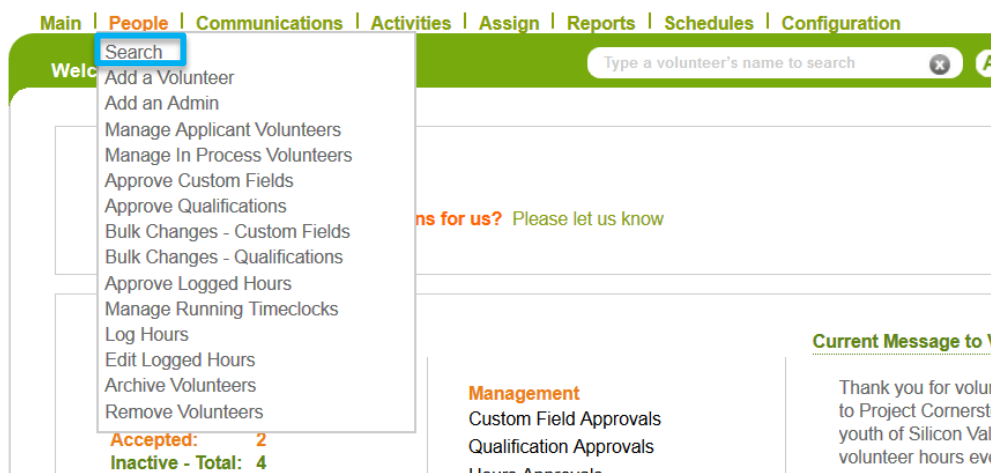
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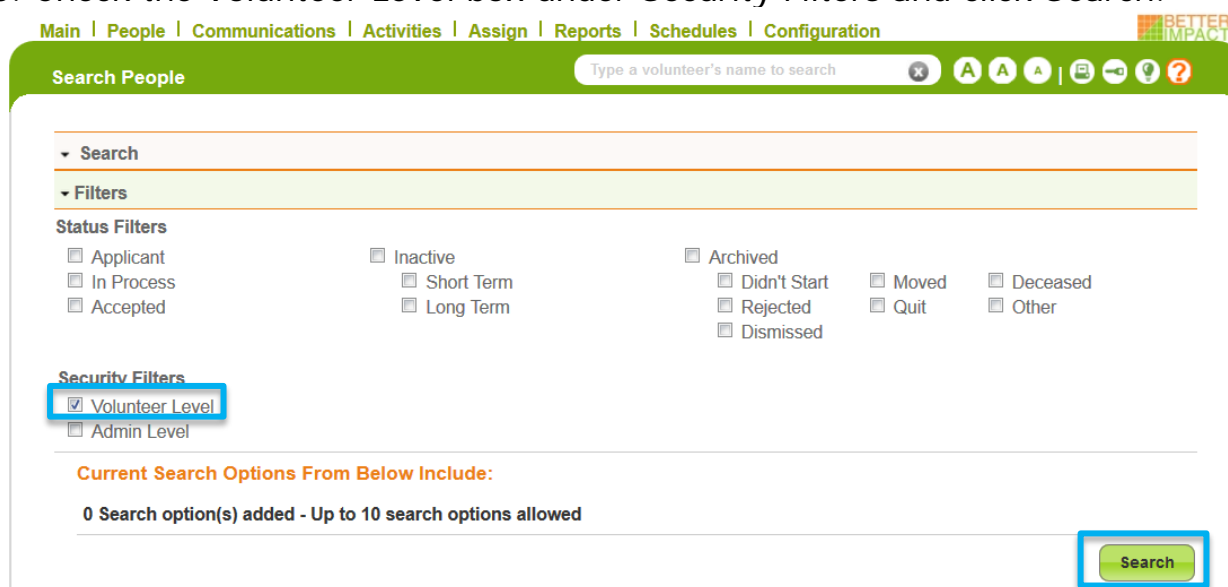
How to Make a Volunteer Inactive

When a volunteer leaves your program please make them inactive so they will not show up as an active volunteer. Please follow these steps to do this.

1. Log in as an administrator at admin.betterimpact.com
2. From the main page choose the People tab and click on Search



3. Check the Volunteer Level box under Security Filters and click Search.



4. At the bottom of the page a list of all volunteers will appear. Click next to the names of those you want to make inactive under Change Status.

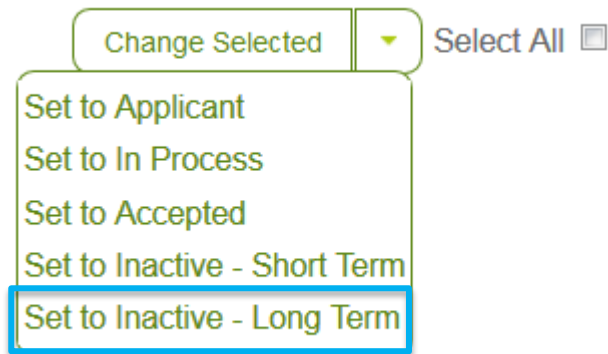
▼ Search Results

6 people found. 1 / 1

Last Name	First Name	Status	Change Status
Lee	Test	Accepted	<input type="checkbox"/>
Smith	John	Accepted	<input checked="" type="checkbox"/>
Test	Student	Accepted	<input type="checkbox"/>
Test	Test1	Inactive - Long Term	<input type="checkbox"/>
Test Man	Jimmy	Accepted	<input checked="" type="checkbox"/>
Test Person	Susan	Applicant	<input type="checkbox"/>

1 / 1 Change Selected Select All

5. Then click on Change Selected and choose set to Inactive – Long Term.



6. Confirm the change by clicking on Set to Inactive-Long Term.

Confirm x

Are you sure you want to set the selected volunteers to Inactive - Long Term?

Cancel Set to Inactive - Long Term

Your changes have been made!



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Project Cornerstone Volunteer Website Create Volunteer Profile

How to Create a Volunteer Profile

1. Go to www.projectcornerstone.org
2. Click on **Volunteer** tab at top of page
3. Choose **Application**



4. Use the search tool to locate your school.

Project Cornerstone Volunteer Application

Thank you for your interest in becoming a Project Cornerstone volunteer! Please select your district and school to sign up to be a volunteer.

Select School District

Alum Rock Union School District

Select School

Project Cornerstone - LUCHA

Volunteer Application

5. Click **Volunteer Application**.
6. All Project Cornerstone volunteer opportunities are listed on this page, some of these opportunities are available at your school.
7. Click **Sign-Up!**

Project Cornerstone - LUCHA

©Mission Statement

Project Cornerstone is an initiative of the YMCA of Silicon Valley. We partner with over 400 community partners, including schools and youth serving organizations, to build a community that values youth.

Our mission is to help every child feel valued, respected, and known.

Our programs and services help individuals and communities build a web of support around young people so that they grow into healthy, caring and responsible adults.

I would like to volunteer

SIGN UP!

I have already signed up from
this page.

LOGIN!

New Page:

Volunteer Application: Project Cornerstone - LUCHA

I already have a username.

If you have signed up with this organization before, or are a member of another organization that uses myVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username:

Password:

☐ I agree with [the organization's policies](#).

Save and Continue

I am new to myVolunteerPage.com.

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username:

Email Address:

Verify Email Address:

☒ I agree with [the organization's policies](#).

Save and Continue

8. Create username under **I am new to myVolunteerPage.com** (This will allow you to log your volunteer hours)
9. Write down your username here _____
10. Enter Email Address
11. Verify Email Address
12. Click **The Organization Policies**
13. Review **Organization Policies**
14. Click **Close**
15. Check the box next to **I agree with the organization's policies**
16. Click **Save and Continue**
17. Create **Volunteer Profile** by completing fields with an *
 - Password must be at least 6 characters
 - Write down a hint for your password: _____
18. Click **Save and Continue**
19. Complete **Volunteer Application**
20. Under **General Interests**
 - Select all volunteer opportunities you are interested in
21. Under **General Availability**
 - Click boxes of times you are available
22. Under **Additional Info**
 - Complete all questions
23. Under **Qualifications for Assets 101** choose one of the following:
 - **Have not Completed** (If you need to take Assets 101)
 - **Grandfathered** (If you have completed this in previous years)
 - **Completed** (If you completed Assets 101 this year)
 - **Take It Personally** (If you have completed Take It Personally (TIP) previously)
24. Click **Save and Continue**
25. Click **Log out**



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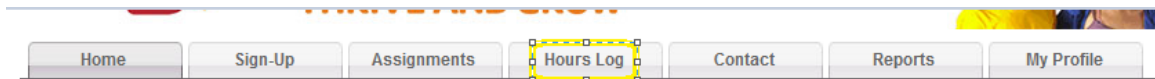


Project Cornerstone Volunteer Website - Logging Hours

How to Log Your Hours

This is your chance to show us what you do as a volunteer! Silicon Valley youth are being impacted by what you do. Help us to share your story by reporting your hours! We encourage you to do this each time you volunteer. If you want to use your mobile phone you can log in through your phone and it will direct you to the mobile site. Hours cannot be logged until you have been approved by your site lead/coordinator.

1. Go to myvolunteerpage.com (Bookmark this page!) On a Mobile Device: myvolunteerpage.mobi
2. Log in using your volunteer username and password
3. The first time you log in, click the **Confirm Now** button on the right side of page.
4. Click **Hours Log** tab



Home - Welcome Elizabeth

5. Choose your activity (Reading or Training) from the pull down menu
 - I read in a classroom – choose **Reading - ABC Elementary or Los Dichos Elementary Reader**
 - I attended a training – choose **Training - School Site Monthly Training**
 - I am a Lead/Site Coordinator and I prepped for my site meeting, etc. – choose **Preparation – Lead/Site Coordinator Prep Time**
 - I am a Lead/Site Coordinator and I attended the Project Cornerstone monthly meeting – choose **Training - Lead/Site**

Coordinator Monthly Training

Log Hours for Project Cornerstone - Indigo at Frost Elementary

Activity: *
Don't see the activity you're looking for? Try: [All Active Activities](#) or [All Inactive Activities](#)

Date Volunteered: *

Total Time: Hours: Minutes: *

Accomplishments: # of students
*Grade level
*Teacher name
ABC book read
ABC Kinder book read
Comments

Save

6. Complete questions (questions differ based on the activity chosen)
7. Log out (red button on top right side)

NOTE: Please use the provided activities. Do not create your own.

2015 Changes to Better Impact ABC Leads/Los Dichos Site Coordinators

For the 2015-16 school year, the following changes have been made to the volunteer platform.

Activities: Each school has the following activities (please do not create your own):

- **Preparation:** Lead/Site Coordinator and Reader
- **Reading:** ABC, ABC Preschool, Los Dichos
- **Recess Based Activities:** This is new and will be used for FUNvisors, etc.
- **Training:** Lead/Site Coordinator Monthly Training and School Site Monthly Training

All schools should record Reading Activities and Recess Based Activities. The training and preparation activities are optional.

Main | People | Communications | Activities | Assign | Reports | Schedules | Configuration

Manage Activities A A A ⌂ ⌕ ?

New Activity From Template + New Activity: + New Activity Category: +

Active Status: Active only ⌵ ☒ Group by category
Category: Don't Filter ⌵ ☒ Hide Empty Categories
Sort: Activity name ⌵

Apply

▼ Categories

▼ 1 Preparation ⌵

Activity	Dates	Attributes	Change Status
1 Lead/Site Coordinator Prep Time		⌂ ⌕ ✎ ✖ ⌵	⌵ +
1 Reader Preparation Time		⌂ ⌕ ✎ ✖ ⌵	⌵ +

▼ 1 Reading ⌵

Activity	Dates	Attributes	Change Status
1 ABC Elementary Reader		⌂ ⌕ ✎ ✖ ⌵	⌵ +
1 ABC Preschool Reader		⌂ ⌕ ✎ ✖ ⌵	⌵ +
1 Los Dichos Elementary Reader		⌂ ⌕ ✎ ✖ ⌵	⌵ +

▼ 1 Recess Based Activities ⌵

Activity	Dates	Attributes	Change Status
1 Recess Based Activities		⌂ ⌕ ✎ ✖ ⌵	⌵ +

▼ 1 Training ⌵

Activity	Dates	Attributes	Change Status
1 Lead / Site Coordinator Monthly Training		⌂ ⌕ ✎ ✖ ⌵	⌵ +
1 School Site Monthly Training		⌂ ⌕ ✎ ✖ ⌵	⌵ +

▼ Uncategorized ⌵

Activity	Dates	Attributes	Change Status
			Change Selected ⌵ Select All ⌵

New Activity From Template: + New Activity: + New Activity Category: +

Logging Reading Hours:

- The following have been eliminated: Name of other volunteer, Number of adults in the classroom, and Suggestions.
- If there are multiple adults in the classroom only one should enter the number of students.
- We want all volunteers to log hours monthly or for you to log their hours for them. Last year we had 1/3rd of schools do this monthly and this year we want 100%.
- If you prefer to log hours for your volunteers directions can be found on our website here: <http://www.projectcornerstone.org/html/volunteer-website.html>

Assigning Volunteers:

- If you need help with assigning volunteers in the system please e-mail info@projectcornerstone.org and we will be happy to assist you with doing this.
- We would prefer you to focus on getting volunteers to log hours rather than assigning your volunteers to activities.

Volunteer Website FAQs

Who Needs to Complete and Application?

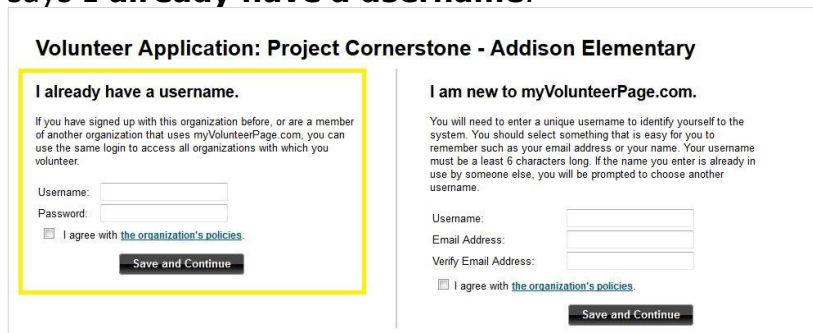
- New and returning volunteers must complete an online application.

What if a volunteer does not have an e-mail address?

- Partner them with another volunteer who can help them create an e-mail account and then create a volunteer profile.

What if I volunteer at more than one school?

- Once a volunteer has created a volunteer profile for one school they still need to sign up with a second school.
- This is done by going www.projectcornerstone.org, choosing the **Volunteer** tab, clicking on application and then choosing the district and second school.
- When the application for the second school opens up choose **Sign Up**.
- On the next screen complete the questions on the left side of the screen where it says **I already have a username**.



Volunteer Application: Project Cornerstone - Addison Elementary

I already have a username.

If you have signed up with this organization before, or are a member of another organization that uses myVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username:

Password:

☐ I agree with [the organization's policies](#).

Save and Continue

I am new to myVolunteerPage.com.

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be a least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username:

Email Address:

Verify Email Address:

☐ I agree with [the organization's policies](#).

Save and Continue

- You will have a shorter application that is school specific. Some information will autofill from your initial volunteer profile.
- When you log in your hours on myvolunteerpage.com both schools will appear. Click on the school that you want to log hours for.

What if I have multiple readers in a classroom?

- Each reader needs to log their hours.
- Only one reader should log the number of students in the classroom, this will avoid duplicating the number of students being served.

How do I know if my volunteer attended an Assets 101?

- We are using the honor system. Your volunteer will confirm their attendance.

Why did I receive an email reminding me to complete an Assets 101 when I've already done so?

- All volunteers received this friendly reminder, no matter if you've completed the training or not.

Where do I log Assets 101 training?

- Log this training under school site training.

I am the Lead but cannot access the sections noted in the Administrator Instructions.

- Most likely you do not have administrator status yet. Please contact Elizabeth at Elizabeth@projectcornerstone.org or Michelle at Michelle@projectcornerstone.org and they will set this up for you.

My volunteers cannot log their hours.

- A reader cannot log their hours until their lead has assigned them to an activity.
- Leads must follow the administrator instructions to approve and assign each reader to a reading activity. Leads should also assign them to the school site training activity so they can log the time spent in training activities.

How can my volunteers log their preparation time?

- Project Cornerstone is not requiring volunteers to log prep time this year.
- If your school would like to log preparation time this year please contact Elizabeth at Elizabeth@projectcornerstone.org or Michelle at Michelle@projectcornerstone.org and they will set this up for you.

Where can I find the training documents?

- The documents on how to create a volunteer profile and how to be an administrator can be found at the top of the Volunteer Center on www.projectcornerstone.org.

Volunteer Center

Welcome to the Project Cornerstone Volunteer Center! Here you'll find resources to support your efforts as a Project Cornerstone volunteer. If you're not a volunteer yet, please check out our volunteer opportunities.

New Volunteer Website

- [Log Your Volunteer Hours here!!](#)
- [To see training documents and videos about the volunteer website click here.](#)
- [Click here to see our Training and Events Calendar](#) and to sign up for **Assets 101**
- [How to Read a Book to Children - YouTube Video \(English/Spanish\)](#)

How do I log hours for a reader that forgot?

- Log in to admin.betterimpact.com.
- In the top right center there is a search bar, enter the name of the volunteer.
- Click on the volunteer's name and it will open up that volunteer's information. Select **Hours** and when it opens select **New Timelog Entry**, select **Recent** and choose the activity they should have reported the hours for. Click on **Save** when completed.

How do I log hours for all of my volunteers?

- Please encourage your volunteers to log their own hours. In special cases you may need to do this.
- **GO TO: People » Log Hours**
- Click on green **Search** button.
- Scroll to the bottom.
- Click on **People Found**.
- You will see all of the volunteers for your school site.
- Check the box next to the volunteers you need to log hours for.
- Select an activity from the droplist of Recent, Active, or Inactive activities.
- Enter the date volunteered (or select from the pop-up calendar).
- Enter the hours volunteered. A value greater than zero must be entered.
- Click on **Save** when completed.